

MEETING #1 January 4

At an Organizational Meeting of the Madison County Board of Supervisors on January 4, 2016 at 9:00 a.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Member
Jonathon Weakley, Member
Robert W. Campbell, Member
R. Clay Jackson, Member
Kevin McGhee, Member
Charlotte Hoffman, Member
V. R. Shackelford, III, County Attorney
Daniel J. Campbell, County Administrator
Jacqueline S. Frye, Deputy Clerk

Agenda:

1. Organizational Meeting Agenda:

Vice-Chairman Jackson called the meeting to order. A quorum was established.

2. Pledge of Allegiance & Moment of Silence

The Board of Supervisors commenced their meeting with the Pledge of Allegiance and a moment of silence.

***Adopt Agenda:**

Supervisor Jackson called for the addition to adopt today's Agenda.

Supervisor McGhee moved to adopt today's Agenda as presented, seconded by Supervisor Weakley.

The following additions were suggested:

➤ Public Comment (before adjournment)

Supervisor McGhee amended his motion to adopt today's Agenda as amended, to add "public comment" just before the Adjournment, seconded by Supervisor Weakley. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

3. Election of the Chairman

The County Attorney provided a brief overview of the election process for Chair and Vice-Chair, as noted in the Virginia Code; once the election of a Chair is complete, the Chair will then continue the election process for the Vice-Chair.

The County Attorney also noted the established term for elected officers is for one (1) year or until a successor is elected, and questioned if the Board would like to continue this process for 2016.

Supervisor Jackson moved the Board adopt the term for officers to be established for one (1) year, seconded by Supervisor Campbell.

The County Attorney clarified that (the motion for) terms usually include "until a successor is appointed" in the event a Member may have to resign due to unforeseen circumstances.

Supervisor Jackson amended his original motion to include "until a successor is appointed", seconded by Supervisor Campbell. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

4. Election of Chairman

The County Attorney then moved forward with opening the floor for nominations for the office of Chairman of the Madison County Board of Supervisors.

Supervisor Weakley nominated Supervisor Jackson for the position of Chairman of the Madison County Board of Supervisors for 2016.

Supervisor Campbell nominated Supervisor Weakley for the position of Chairman of the Madison County Board of Supervisors for 2016.

With no further nominations being brought forth, the County Attorney closed the floor for nominations.

The County Attorney called for a vote on the nominations for Chair:

#1: Supervisor Jackson: *Ayes: Jackson, Weakley, McGhee, Hoffman. Nays: Campbell*

The County Attorney advised the nomination of Supervisor Jackson has received the majority vote – there is no need for further action.; therefore, Supervisor Jackson has been selected as the Chairman of the Madison County Board of Supervisors for a term of one (1) year or until a successor has been elected. The meeting was then turned over to the Chairman elect.

5. Election of Vice-Chairman

Chairman Jackson proceeded to open the floor for nominations for the Vice-Chairman of the Madison County Board of Supervisors.

Supervisor McGhee nominated Supervisor Weakley for the position of Vice-Chairman of the Madison County Board of Supervisors.

With no further nominations being brought forth, Chairman Jackson closed the floor for nominations.

Chairman Jackson called for a vote on the nomination for the Vice-Chairman of the Madison County Board of Supervisors: *Ayes: Jackson, Weakley, McGhee, Hoffman, Campbell Nays: (0).*

6. Establishment of meeting dates and locations for calendar year 2016

Chairman Jackson advised that the Board will need to establish meeting dates, times and locations for the 2016 calendar year.

- a. *Planning Commission Meetings [Joint]: (Currently 1st Wednesday of each month beginning at 7:00 p.m. – workshop session on the 3rd Wednesday of each month at the auditorium of the Madison County Administration Center located at 414 N. Main Street, Madison, VA 22727):*

Supervisor Weakley moved the Joint Meeting (with the Madison County Planning Commission) and the commission workshop session meeting schedules remain at the established day, time and location, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

- b. *Regular Meetings (Board of Supervisors): Currently the 2nd Tuesday of each month beginning at 4:00 p.m. in the auditorium of the Madison County Administration Center located at 414 N. Main Street, Madison, VA 22727):*

Supervisor McGhee moved the Regular Meetings of the Madison County Board of Supervisors continue as currently scheduled, seconded by Supervisor Weakley.

Discussion:

Supervisor Campbell suggested the Board hold two (2) regular meetings a month instead of holding a workshop session; meetings should be held on the 2nd and 4th Tuesday of each month.

Supervisor McGhee amended his motion to denote that the Board will hold two (2) Regular Meetings of the Madison County Board of Supervisors each month (2nd Tuesday at 4:00 p.m. and 4th Tuesday at 6:00 p.m.) in the auditorium of the Madison County Administration Center, located at 414 N. Main Street, Madison, VA 22727, seconded by Supervisor Weakley. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nay: (0).*

It was further noted that the meeting scheduled denoted in the Bylaws will need to be amended to reflect today's changes.

- c. **Workshop Session Meetings: (Currently the 4th Tuesday of each month at 6:00 p.m. at the Madison County Firehouse located at 1223 N. Main Street, Madison):*
- d. *Organizational Meeting for 2016: (Currently held the first business day of each new year or as soon as possible:*

The County Attorney advised the first business day of the New Year will be Monday, January 2, 2017; however, it was noted this may be designated as a State holiday.

Supervisor Campbell moved the Organizational Meeting for 2017 be scheduled for Tuesday, January 3, 2017 at 9:00 a.m. in the auditorium of the Madison County Administration Center located at 414 N. Main Street, Madison, VA 22727, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

7. Establish parliamentary procedures for 2016

Chairman Jackson advised the Board must establish parliamentary procedures for 2016; establish the 11th edition of Robert's Rules of Order operating procedures for guidance on parliamentary procedures; and designate the County Attorney as the Parliamentarian, or the County Administrator in the absence of the County Attorney.

Supervisor Campbell moved the Board adopt the existing parliamentary procedures for 2016, seconded by Supervisor McGhee. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

8. Consideration of the Madison County Board of Supervisors Code of Ethics

Supervisor Weakley moved the Board continue using the existing Code of Ethics for 2016, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

Supervisor Campbell made reference to the following items:

2 - Comply with the Law: *Members shall comply with the laws of the nation, the Commonwealth of Virginia and the County of Madison in the performance of their public duties. These laws include, but are not limited to: the United States and Virginia constitutions; the Code of the County of Madison; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and County ordinances and policies.*

4 - Respect for Process: *Members shall perform their duties in accordance with the processes and rules of order established by the Board of Supervisors and boards, committees, and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board of Supervisors by County staff.*

5. Conduct of Public Meetings: *Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.*

11. Use of Public Resources: *Members shall not use public resources that are not available to the public in general, such as County staff time, equipment, supplies or facilities, for private gain or personal purposes.*

14. Policy Role of Members: *The Board of Supervisors determines the policies of the County with the advice, information and analysis provided by the public, boards, commissions, and committees, and County staff. The Board of Supervisors delegates authority for the administration of the County to the County Administrator with the advice and consent of the Board of Supervisors. Individual members, therefore shall not interfere with the administrative functions of the County or the professional duties of County staff; nor shall they impair the ability of staff to implement Board policy decisions.*

15. Independence of Board and Commissions: *Because of the value of the independent advice of boards, committees and commissions to the public decision-making process, members of the Board of Supervisors shall refrain from using their positions to unduly influence the deliberations or outcomes of board, committee or commission proceedings*

17 - Implementation: *As an expression of the standards of conduct for members expected by the County, the Madison County Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, ethical standards shall be included in the regular orientations for candidates for the Board of Supervisors, applicants to boards*

And:

- Whether town hall meetings (called by an individual Board member) can continue to be held in the County auditorium

The County Administrator advised that conducting a town hall meeting would be an acceptable use and would include all members.

9. Consideration of the Madison County Board of Supervisors Bylaws

Supervisor McGhee moved the Board adopt the bylaws as amended to reflect changes to the meetings as adopted, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

Supervisor Campbell referred to Items: Supervisor Campbell referred to Items:

1.1B: Purpose of Rules of Procedure: *To protect the rights of each individual Board member*

2.1A: Regular Meetings: *The time and place of regular meetings of the Board of Supervisors (#2 regular meeting added; elimination of workshop session)*

2.4B: Quorum and Method of Voting: *Members abstaining shall state for the record their reason for abstaining, if they abstain on account of a conflict of interest as prescribed by state law.*

1.4B: Rules of Interpretation: *Only members of the Board or the Parliamentarian have standing to raise a point of order or to challenge a ruling of the Chair or other action of the Board on the basis of compliance or non-compliance with these Rules of Procedure or, if the questioned action is not expressly covered by these procedures, by Robert's Rules of Order. In no event may questions over compliance herewith be raised judicially.*

2.1A: Regular Meetings: *The time and place of regular meetings of the Board of Supervisors shall be established at the Board's annual organizational meeting.*

2.6F – Closed Sessions: *Any member may request a proposed Closed Session item be pulled from the agenda for a separate vote on entering Closed Session, at his or her discretion.*

2.6G – *Any matter discussed in closed session is privileged and shall not be disclosed by any participant in the closed session, except as required by court order.*

Supervisor Jackson and Supervisor Weakley both agreed that when abstaining from a vote, a Supervisor should provide a reason for doing so.

The County Attorney referred to the State Code requirements pertaining to abstaining from a vote.

Chairman Jackson suggested the Board adopt the Bylaws with the intent to update the document at a 2nd monthly regular meeting.

Supervisor McGhee moved the Board adopt the Bylaws until further amendments are done at a future meeting,

10. Establish appointments to various boards, commissions and committees

The following action was taken on committee/board/commission assignments:

1. Blue Ridge Committee (SNP)
 - a. Jonathon Weakley
 - b. Robert W. Campbell
 - c. Citizen representative vacancies will be advertised (2)
2. Central Virginia Regional Jail
 - a. Erik Weaver
 - b. Kevin McGhee
3. CIP
 - a. Kevin McGhee
 - b. Robert W. Campbell
 - c. Dan Campbell (County Administrator)
4. CSA:
 - a. Charlotte Hoffman
5. Emergency Services Director
 - a. R. Clay Jackson
 - b. Dan Campbell, County Administrator
6. Liaison to Madison Town Council
 - a. Robert W. Campbell
 - b. Kevin McGhee

members will alternate attending meetings

7. Liaison to School Board
 - a. Charlotte Hoffman
 - b. R. Clay Jackson
 - c. Dan Campbell (County Administrator)
8. Madison Extension Council
 - a. R. Clay Jackson
9. Park & Recreation Authority
 - a. R. Clay Jackson
 - b. Kevin McGhee
10. PD9 & PD10 Workforce Act
 - a. Charlotte Hoffman
11. Rappahannock Juvenile Detention Center
Board liaison vacancy to be advertised
12. Rappahannock River Basin Committee
 - a. Jonathon Weakley
 - b. Kevin McGhee
13. Rappahannock Rapidan Regional Commission (PD9)
 - a. Charlotte Hoffman
14. Skyline CAP
 - a. Jonathon Weakley
 - b. Charlotte Hoffman
15. Social Services
 - a. Charlotte Hoffman**Citizen Representative vacancy to be advertised**
16. Thomas Jefferson Area Criminal Justice Board
 - a. Kevin McGhee
 - b. Clarissa Berry (Commonwealth Attorney)
17. Thomas Jefferson EMS Council
 - a. Kevin McGhee
 - b. Jonathon Weakley (Alternate)
18. Topping Fund Committee
 - a. R. Clay Jackson
 - b. Jonathon Weakley
19. Tourism Committee
 - a. Tracey Williams Gardner
 - b. Lynn Graves
 - c. Sandra Aldrich
 - d. Ann Tidball
 - e. Janine Jenson
20. Transportation Committee
 - a. Robert W. Campbell
 - b. Kevin McGhee
 - c. Robert Legge
 - d. Roger Gooding**Initial meeting will be held to assess whether the committee will remain in place**
21. VACO
Members were asked to advise of future committees of interest
22. Recycling Committee
 - a. Deloris Kreis
 - b. Robert Legge
 - c. Elizabeth White
 - d. Bonnie Dixon
 - e. Thora Pullen

11. Information/Correspondence (if any)

SCC Filing: The County Attorney noted that the SCC issued a scheduling order on December 29, 2015; a meeting has been scheduled with the County Administrator and Mr. Jim Alexander to discuss this matter and prepare a recommendation to the Board at the January 2016 Regular Meeting session.

Miscellaneous: The County Attorney reminded the Board that when three (3) or more members are present, it's considered a 'public meeting.'

FOIA Council: The County Attorney advised that the FOIA Council does provide training sessions; he suggested a session be requested to be held in Madison County to include members of the Board of Supervisors, Madison County Planning Commission and all Constitutional Officers. The County Administrator was asked to research this possibility. Although there has been an increase in FOIA requests, the County Attorney advised that records always open to the public for review.

Public Comment:

Chairman Jackson opened the floor for public comment:

The following citizens provided public comment:

- Bob Chappell (Thanked the Board members for attending school board meetings; encouraged joint meetings between both governing boards; feels school has an excellent maintenance staff)
- Eleanor Montgomery (Congratulations to new member; Happy New Year greetings)
- Dave Ashley (Congratulations to new member; asked members to effectively use new microphones; questioned the elimination of workshop session)

Chairman Jackson clarified that the workshop session has now been changed to "Regular Meeting #2" and will be held on the 4th Tuesday of each month at 6:00 p.m. in the auditorium.

12. Adjournment

With no further action being required by the Board, on motion of Supervisor Campbell, seconded by Supervisor Weakley, Chairman Jackson adjourned the meeting. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Clerk of the Board of Madison County Board Supervisors

Adopted on: January 26, 2016

Copies: R. Clay Jackson, Jonathon Weakley, Robert Campbell, Kevin McGhee, Charlotte Hoffman,
V. R. Shackelford, III & Constitutional Officers



Agenda
Organizational Meeting
Madison County Board of Supervisors
Monday, January 4, 2016 at 9:00 a.m.
County Administration Building, Auditorium
414 N Main Street, Madison, Virginia 22727



Agenda Items

Order of Business;

1. Call to Order/ Determine Presence of a Quorum

2. Pledge of Allegiance & Moment of Silence

Adopt Agenda

3. Description of Meeting & Election Procedures (by County Attorney or designee)

4. Election of the Chairman

5. Election of the Vice-Chair (Conducted by the new Chairman)

6. Establishment of meeting dates and locations for calendar year 2016

a. Planning commission meetings

- b. Regular meetings
 - c. Workshop session meetings
 - d. Organizational meeting for 2017
7. Establish parliamentary procedures for 2016
- a. Establish Robert's Rules of Order (11th Edition) as guidance on questions of parliamentary procedures for 2015, and designate the County Attorney to serve as Parliamentarian in 2016; or in his absence, the County Administrator
8. Consideration of the Madison County Board of Supervisors Code of Ethics
9. Consideration of the Madison County Board of Supervisors Bylaws
10. Consideration of appointments to various boards, commissions and committees
11. Information and/or correspondence
- Public Comment***
12. Adjournment

AMENDMENTS/ADDITIONS DENOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT